



1206 Quince St. SE
Olympia, WA 98504
MS 41183
360-704-4135

Washington State Office of Civil Legal Aid

James A. Bamberger, Director
jim.bamberger@ocla.wa.gov

Notice of Position Vacancy

Position: Senior Administrative Assistant
Agency: Office of Civil Legal Aid
Opening Date: 7/22/2016
Closing Date: Until filled
Job Type: Regular, Half-Time
FLSA Status: Exempt from FLSA overtime provisions
Salary: [Range 54](#) (\$23,442 TO \$31,518 per year DOQ; salary reflects .5 FTE)
Location: Olympia, WA
Start Date: September 2016

How to Apply: Electronic applications only. Submit a cover letter detailing your experience as it relates to the duties and responsibilities in this announcement. Include your resume, three professional writing samples and a list and contact information for three professional references to ocla@ocla.wa.gov. Reference ".5 FTE Senior Administrative Assistant"

Hiring Objective

The Office of Civil Legal Aid (OCLA) seeks a part time (.5 FTE) senior administrative assistant to provide varied and often complex administrative support with essential agency functions and provide general support to the agency's Children's Representation Program (CRP) Manager including, but not limited to, managing the CRP's contract management system and billing.

Relation of Position to Agency Functions

The [Office of Civil Legal Aid](#) (OCLA) is an independent Washington State judicial branch agency that underwrites the delivery of civil (non-criminal) legal assistance to eligible low-income individuals and families. In addition, OCLA underwrites and oversees a program that provides attorney representation for certain children who remain in the foster care system following termination of their parents' legal rights. The Senior Administrative Assistant position is essential to the capacity of OCLA to discharge its mission and to carry out core functions in all areas of agency responsibility with integrity, transparency and accountability.

Duties and Responsibilities

Provide confidential administrative support to the OCLA Director on all matters relating to the conduct of agency affairs.

Provide general support for the Children's Representation Program (CRP) Manager; manage and monitor the statewide contracts management system and billing for attorneys engaged by OCLA-CRP to provide legal representation for children in dependency cases as required by RCW 13.34.100(2)(c)(iii) and RCW 2.53.045.

Develop, maintain and manage systems to ensure compliance with state policies, practices and requirements of general applicability including, *but not limited to*, systems to ensure compliance with GR 31.1 (Access to Administrative Records), state records retention protocols, protocols to ensure continuity of operations in case of emergency or disaster, applicable state technology system integrity mandates and state greenhouse gas reduction mandates.

Perform other duties as required.

Essential Competencies

- Commitment to the agency's justice-oriented mission and core values
- Demonstrated capacity to work as integral member of a very small work team
- Understanding of difference and commitment to working with people of diverse backgrounds and experiences
- Flexibility, agility and intuitiveness
- Strategic problem identification and resolution skills
- Creativity and willingness to exercise initiative

- Commitment to transparency, effective communication with team members and accountability to the team and the public
 - Ability to accept and act on critical feed-back in service of professional growth and agency objectives
 - Attention to detail and accuracy in the delivery of professional work products
 - Professionalism, tact and diplomacy in working with agency staff and others outside the agency
 - Effective communication skills (both oral and written)
 - Ability to maintain confidentiality at the highest organizational levels
 - Ability to handle multiple projects effectively, consistent with agency and individual work plans and priorities
-

Qualifications and Credentials

A bachelor's degree in business administration, public administration or related field **AND**;

- Three years of professional, executive level administrative experience in a trusted position within or without state or local government, including comparable non-profit or for profit private sector experience.
- Advanced skills in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint) and data base programs (Microsoft Access or equivalent)
- Experience with contract management or related software systems
- Capacity to master quickly new software systems and processes
- Experience with website development and management
- Experience with billing procedures and budget tracking

A combination of relevant education and experience demonstrating a working knowledge of relevant functions and responsibilities may be considered in the meeting the qualification baseline.

Other Information

The Office of Civil Legal Aid is an equal employment opportunity employer and does not discriminate on the basis of age, sex, sexual orientation, marital status, race, creed, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a disabled person.

OCLA believes in providing substantial professional flexibility consistent with necessary accountability considerations. It also supports Washington State

greenhouse gas reduction efforts. It therefore takes a generous approach to telecommunication and off-site work activity.

If reasonable accommodation is required to assist an otherwise qualified individual to timely respond to this Notice, please contact:

Washington State Office of Civil Legal Aid
James A. Bamberger, Director
PO Box 41183
Olympia, WA 98507
360-704-4135
jim.bamberger@ocla.wa.gov